

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE DIVISION

INSTRUCTIONS ON INTERNET FILING OF
QUARTERLY WAGE REPORTING SYSTEM (QWRS)

January 18, 2006

TABLE OF CONTENTS

I.	INTRODUCTION	1
II.	HOW TO REGISTER.....	1
A.	Log on to website	1
1.	Welcome to the Hawaii Unemployment Insurance (HUI) Express Page.....	2
2.	Are you a Subscriber to eHawaii.gov? Page	3
3.	Create a New Account Page	4
4.	Create an eHawaii.gov portal account- Confirmation Page	5
5.	Login Page	6
6.	My Account Page.....	7
7.	Create a Hawaii Unemployment Insurance Express Account Page (Accept)	8
8.	Create a Hawaii Unemployment Insurance Express Account Page (Submit).....	9
9.	Your application has been submitted Page	10
10.	Create a Hawaii Unemployment Insurance Express Account Page	12
11.	My Account Page (waiting for approval of account).....	13
12.	Approved Accounts - Welcome to the Hawaii Unemployment Insurance (HUI) Express	14
13.	Login Page	15
14.	My Account Page (after approval)	16
B.	Using the QWRS software program to register.....	17
1.	Do you have a Hawaii Unemployment Insurance (HUI) Express account? Page	17
III.	I ALREADY HAVE AN EHAWAII.GOV ACCOUNT	18
IV.	HOW TO FILE QWRS REPORTS	18
A.	Log on to Http://hui.eHawaii.gov	18
B.	Using the QWRS software to file QWRS reports	18
1.	Do you have a Hawaii Unemployment Insurance (HUI) Express account? Page	18
C.	Login Page	19
D.	Submit Wage Report Page	20
V.	ACCOUNT MAINTENANCE AND NAVIGATION.....	22
A.	My Account.....	22
B.	Submit Wage Report	23
C.	View History.....	25
D.	Update Account	26
E.	Download Software.....	27
F.	Frequently Asked Questions.....	28
G.	Recover Username And Recover Password	29

I. INTRODUCTION

The Hawaii Unemployment Insurance (HUI) Express is a secure and easy way to file your Unemployment Insurance (UI) wage reports through the state's official website at <http://hui.eHawaii.gov>. Register online and use our free Quarterly Wage Reporting System (QWRS) software program. The QWRS software program creates an electronic file, which you can send online. The program also prints the Form UC-B6, Quarterly Wage, Contribution and Employment and Training Assessment Report, which you can use to pay your contribution.

Employers interested in using the QWRS software program can register to file online and once approved can download the program. Employers may also contact our office for the QWRS software program on CD.

If you do not use the QWRS software program you may create your own file using the new "Record Layout for Programmers." **Employers must obtain approval prior to sending your QWR files using the new Record Layout.** Contact our office for a copy of the "Employer's Guide for Preparing the Magnetic Media Record Layout" or download the guide at <http://Hawaii.gov/labor/ui>.

In order to register, you will need your Department of Labor (DOL) number, Federal Employer Identification number (FEIN) and your own personal e-mail address.

This publication will provide you with step-by-step instructions to register for online filing of quarterly wage reports and demonstrate how to file your reports online. Once your application is approved, you can use the HUI Express website to file reports, file amended reports, view a history of reports filed, update account information and download the QWRS software program.

II. HOW TO REGISTER

User's can directly log on to the website to register for online filing or use the QWRS program to access the online filing.

A. Log on to website

The first step is to access <http://hui.eHawaii.gov> website to "Create an Account" to obtain a Username and Password. Second, you must complete the HUI application to link your eHawaii.gov account. You will receive an email notifying you that the application was submitted. HUI will review the application and another email will be sent to notify you of the status of the application. Once your application is approved, you may file QWRS reports online. There are several ways to access the website to register for online filing.

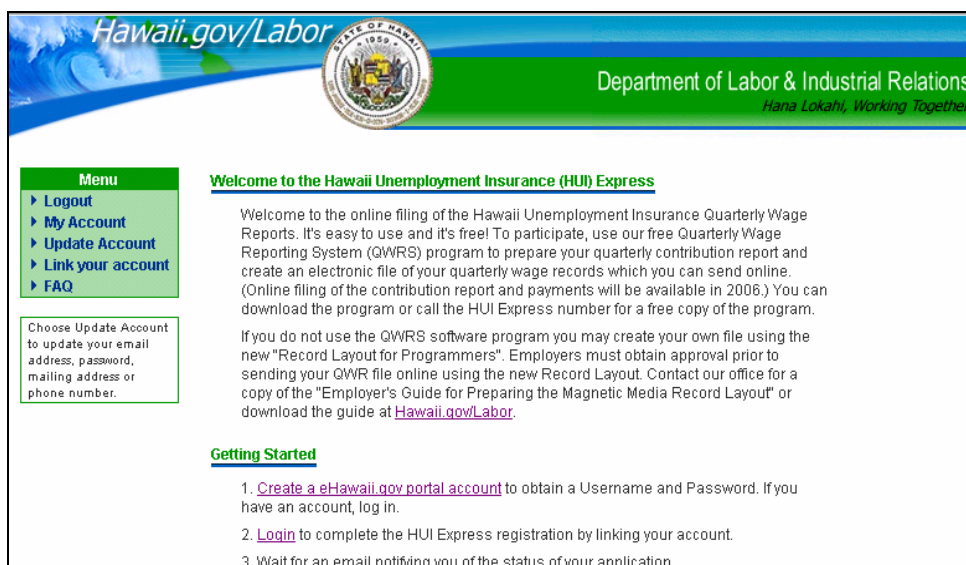
- Employers can log on to <http://hui.eHawaii.gov>. The "Welcome to the Hawaii Unemployment Insurance (HUI) Express" page will be displayed.

- Employers can also log onto the <http://Hawaii.gov/labor/ui> and click on the link to access the HUI Express. The user will be directed to the “Welcome to the Hawaii Unemployment Insurance (HUI) Express” page.

1. Welcome to the Hawaii Unemployment Insurance (HUI) Express Page

Once you have accessed the HUI Express website, the “Welcome to the Hawaii Unemployment Insurance (HUI) Express” page will be displayed.

Click on **Create a eHawaii.gov portal account** to obtain a Username and Password. If you already have an account, click on **Login** to access your online account.



The screenshot shows the Hawaii.gov/Labor website. The header features the text "Hawaii.gov/Labor" and the Department of Labor & Industrial Relations logo with the tagline "Hana Lokahi, Working Together". A green menu bar on the left contains links: Logout, My Account, Update Account, Link your account, and FAQ. Below the menu is a box titled "Choose Update Account to update your email address, password, mailing address or phone number." The main content area is titled "Welcome to the Hawaii Unemployment Insurance (HUI) Express" and contains a welcome message about the online filing of the Hawaii Unemployment Insurance Quarterly Wage Reports. It mentions the QWRS program and provides instructions for users who do not use the QWRS software. A "Getting Started" section lists three steps: 1. Create a eHawaii.gov portal account, 2. Login, and 3. Wait for an email notifying you of the status of your application.

Menu

- ▶ Logout
- ▶ My Account
- ▶ Update Account
- ▶ Link your account
- ▶ FAQ

Choose Update Account to update your email address, password, mailing address or phone number.

Welcome to the Hawaii Unemployment Insurance (HUI) Express

Welcome to the online filing of the Hawaii Unemployment Insurance Quarterly Wage Reports. It's easy to use and it's free! To participate, use our free Quarterly Wage Reporting System (QWRS) program to prepare your quarterly contribution report and create an electronic file of your quarterly wage records which you can send online. (Online filing of the contribution report and payments will be available in 2006.) You can download the program or call the HUI Express number for a free copy of the program.

If you do not use the QWRS software program you may create your own file using the new "Record Layout for Programmers". Employers must obtain approval prior to sending your QWR file online using the new Record Layout. Contact our office for a copy of the "Employer's Guide for Preparing the Magnetic Media Record Layout" or download the guide at Hawaii.gov/Labor.

Getting Started

1. [Create a eHawaii.gov portal account](#) to obtain a Username and Password. If you have an account, log in.
2. [Login](#) to complete the HUI Express registration by linking your account.
3. Wait for an email notifying you of the status of your application.

2. Are you a Subscriber to eHawaii.gov? Page

At the “Are you a Subscriber to eHawaii.gov?” page, check “No, I just want to get setup to use this service.” Click on the **Continue** button and the “Create a New Account” page will open.



The screenshot shows the 'Account Services' page on eHawaii.gov. The header includes the eHawaii.gov logo and the text 'Your eHawaii.gov Portal Account' and 'Account Services'. On the left, there is a sidebar with an 'Explore' section containing links for 'Retrieve Username' and 'Retrieve Password', and a 'LIVE HELP' button. The main content area has a heading 'Are you a Subscriber to eHawaii.gov?' followed by a note: '(Note: You do not have to be a Subscriber to use this service. Subscribers pay \$75 per year to access premium online services and receive monthly billing.)'. Below this, there are two radio button options: 'Yes, I am an eHawaii.gov Subscriber. [What is a subscriber?](#)' and 'No, I just want to get setup to use this service.' The 'No' option is selected. A 'Continue' button is located below the options.

Return to [Hawaii Unemployment Insurance \(HUI\) Express](#) without creating an account.

Are you a Subscriber to eHawaii.gov?

(Note: You do not have to be a Subscriber to use this service. Subscribers pay \$75 per year to access premium online services and receive monthly billing.)


☐ Yes, I am an eHawaii.gov Subscriber. [What is a subscriber?](#)

☒ No, I just want to get setup to use this service.

3. Create a New Account Page

At the “Create a New Account” page, complete the application to obtain a Username and Password. Caution: The Username and Password are case sensitive. Be sure to make a note of your Username, Password and Secret Answer for future use. Fields with an asterisk (*) are required fields.

Click on **Create Account** button to continue.




Your eHawaii.gov Portal Account

Account Services

Explore

• Retrieve Username

• Retrieve Password



Return to [Hawaii Unemployment Insurance \(HUI\) Express](#) without creating an account.

Create a New Account

Registering with eHawaii.gov lets you take advantage of our many [applications and services](#). Required fields are marked with a *.

Username & Password

First Name: *

Middle Name or Initial:

Last Name: *

Suffix:

Username: *

Password: *

Confirm Password: *

Email: *

Confirm Email: *

Secret Question: *

Secret Answer: *

Contact Information

Default Billing Address:

Street 1: *

Street 2:

City: *

State: *

Province (Non-U.S.):

Zip/Postal Code: *

Country: *

Agree to [Terms of Service](#)?: *

Home Phone Number:

Work Phone Number:

Email me about important dates pertaining to services I use.: ☒

Email me about new eHawaii.gov services as they become available.: ☒

Create Account

Return to [Hawaii Unemployment Insurance \(HUI\) Express](#) without creating an account.

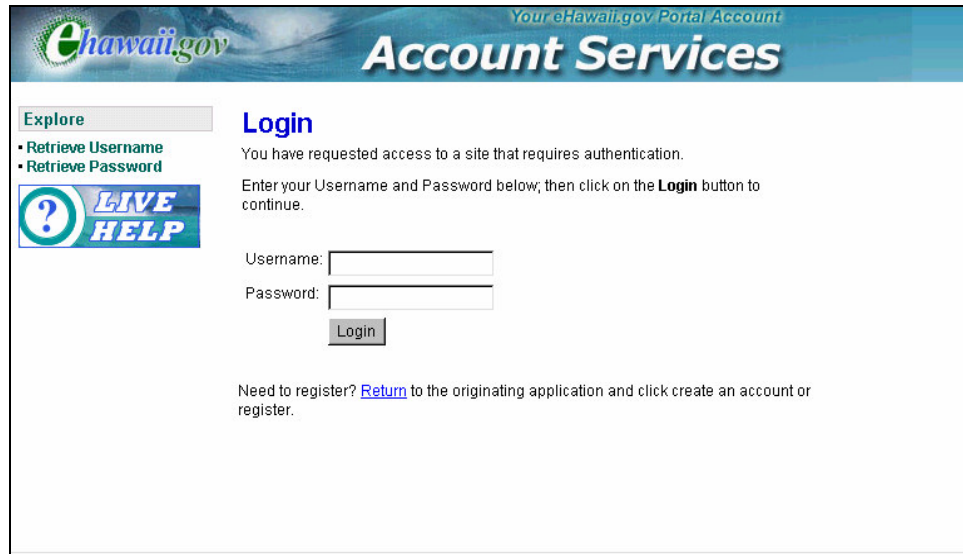
4. Create an eHawaii.gov portal account- Confirmation Page

At the “Create an eHawaii.gov portal account- Confirmation” page, click on **login** to link you account to Hawaii Unemployment Insurance Express.



5. Login Page

You will be taken to the **Login** page, enter your eHawaii.gov account Username and Password. Click on the **Login** button to continue.



The screenshot shows the eHawaii.gov Account Services Login page. The header features the eHawaii.gov logo and the text "Your eHawaii.gov Portal Account" and "Account Services". On the left, there is a sidebar with an "Explore" section containing links for "Retrieve Username" and "Retrieve Password", and a "LIVE HELP" button. The main content area is titled "Login" and contains the following text: "You have requested access to a site that requires authentication. Enter your Username and Password below, then click on the **Login** button to continue." Below this text are two input fields: "Username:" and "Password:". A "Login" button is positioned below the password field. At the bottom, there is a link for users who need to register: "Need to register? [Return](#) to the originating application and click create an account or register."

eHawaii.gov Your eHawaii.gov Portal Account
Account Services

Explore

- Retrieve Username
- Retrieve Password

LIVE HELP

Login

You have requested access to a site that requires authentication.
Enter your Username and Password below, then click on the **Login** button to continue.

Username:

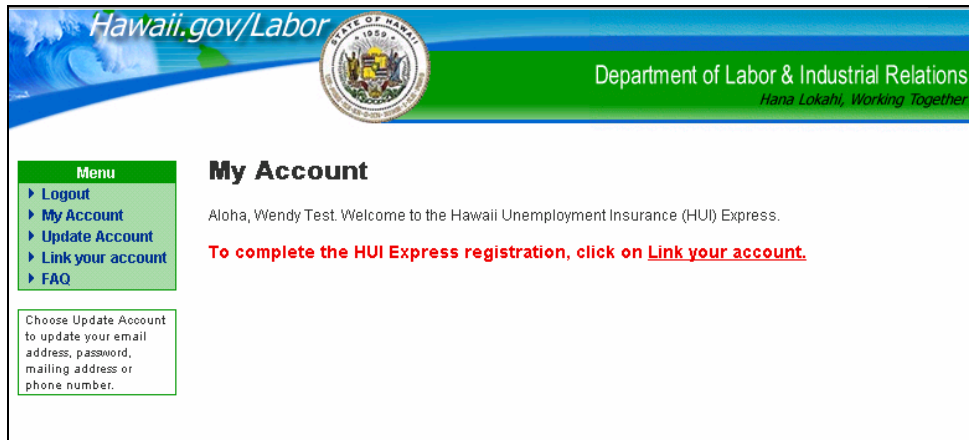
Password:

Login

Need to register? [Return](#) to the originating application and click create an account or register.

6. My Account Page

At the **My Account** page, click on **Link your account** to complete the HUI Express registration.



7. Create a Hawaii Unemployment Insurance Express Account Page (Accept)

At the “Create a Hawaii Unemployment Insurance Express Account” page, complete the application to register to file Quarterly Wage Reports online.

- a) If the applicant is a Single filer, enter the Employer’s name. If the applicant is a Multiple Filer, enter the Authorized Transmitter’s Name.
- b) Enter the 9-digit FEIN.
- c) Enter the DOL number. Multiple filers with no employees in Hawaii enter “NA”.
- d) Multiple Filers enter their Service Company number if assigned. If not assigned a Service Company number, enter “NA” and one will be assigned when the application is reviewed and approved.
- e) Enter the Title of the contact person. (I.e.: Owner, President, Partner, etc.)
- f) Click the Accept button to continue. Click Reset Form to delete all information. Click the Back button to return to the My Account page.

Hawaii.gov/Labor

Department of Labor & Industrial Relations
Hana Lokahi, Working Together

Create a Hawaii Unemployment Insurance Express Account

Menu

- Logout
- My Account
- Update Account
- Link your account
- FAQ

Choose Update Account to update your email address, password, mailing address or phone number.

Applicant Information

Make a selection as to whether you are a Single Filer or a Multiple Filer. Single filers report for only one business. Multiple Filers are transmitters of multiple employer reports such as service bureaus, accounting practitioners, parent companies, etc. If the applicant is a single filer, enter the Employer's Name. If the applicant is a Multiple filer, enter the Authorized Transmitter's Name.

Type of Filer: [Dropdown]

Employer Name or Authorized Transmitter: [Text Box]

Federal Employer Identification Number: [Text Box]
Enter FEIN or NA if you don't have one.

DOL Account Number: [Text Box]
Enter 10 digit DOL number. If you are Multiple Filer without employees in Hawaii, enter NA.

Contact Person

Title: [Text Box]

First Name: Wendy

Middle Name or Initial: P

Last Name: Test

Suffix: suffix

Email: wendy10@ehawaii.gov

Home Phone: [Text Box]



Work Phone: (808) 5869075

Accept Reset Form Back

8. Create a Hawaii Unemployment Insurance Express Account Page (Submit)

Click on the **Submit** button at the bottom of the page to complete the application to register to file Quarterly Wage Reports online.

- a) **Make sure the information on the application is accurate and then click on the Submit button.**
- b) **Click on the Edit button to return to application to make changes.**
- c) **Click on the Cancel button to cancel the application and return to a blank application.**



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Hana Lokahi, Working Together

Menu

[▶ Logout](#)
[▶ My Account](#)
[▶ Update Account](#)
[▶ Link your account](#)
[▶ FAQ](#)

Choose Update Account to update your email address, password, mailing address or phone number.

Create a Hawaii Unemployment Insurance Express Account

Click on the Submit button at bottom of page to complete registration of your HUI Express application.

Applicant Information

Type of Filer:	Multiple
Employer Name or Authorized Transmitter:	Wendytest
Federal Employer Identification Number:	012345678
DOL Account Number:	NA
Service Company Number:	NA
Username:	Wendytest

Mailing Address

Street 1:	830 Punchbowl Street
Street 2:	none
City:	Honolulu
State:	Hawaii
Province (Non-U.S.):	-
Zip Code:	96813
Country:	United States of America

Contact Person

Title:	Accountant
First Name:	Wendy
Middle Name:	P
Last Name:	Test
Suffix:	-
Email:	wendy10@ehawaii.gov
Home Phone:	
Work Phone:	(808) 5869075

9. Your application has been submitted Page

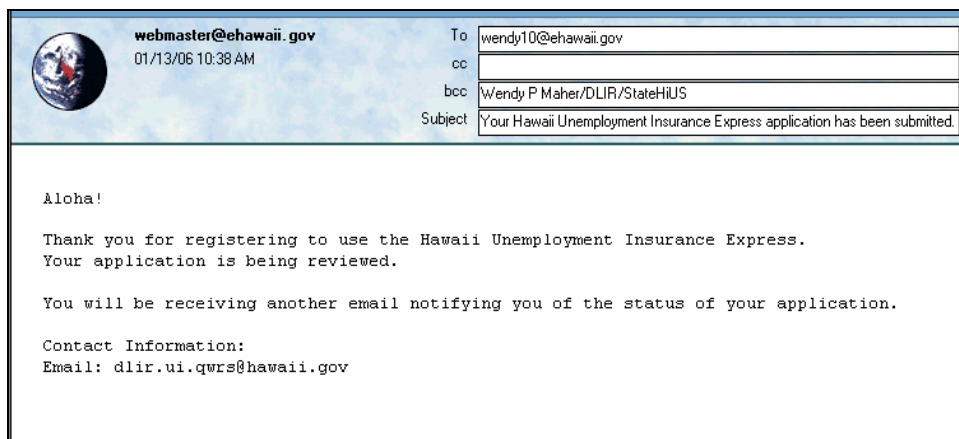
A copy of the submitted application may be viewed or you may print a PDF version. You will receive an email that your application has been submitted.

Once your application has been reviewed, you will receive another email notifying you of the status of your application.

- a) **Approved Applications:** If your application is “Approved”, your email will include a link to return to HUI Express Welcome page and you can login to send reports online.
- b) **Pending Applications:** If your application is marked as “Pending”, the email will include the reasons for the pending status and a link to return to the Login page and then to the HUI Express application to make changes.
- c) **Disapproved Applications:** If your application is “Disapproved”, the email will include the reasons for disapproval.



The screenshot shows the Hawaii.gov/Labor website. The header includes the Hawaii state seal and the text 'Department of Labor & Industrial Relations' and 'Hana Lokahi, Working Together'. A green menu on the left contains links: Logout, My Account, Update Account, Link your account, and FAQ. Below the menu is a box titled 'Choose Update Account' with instructions to update email address, password, mailing address, or phone number. The main content area has the heading 'Your application has been submitted' and a message: 'We will send an email to karen@hawaii.rr.com after your application is reviewed.' Below this are two buttons: 'View copy of submitted application' and 'Print PDF version of submitted application'.



The screenshot shows an email notification. The header includes a globe icon, the email address 'webmaster@ehawaii.gov', and the date '01/13/06 10:38 AM'. The email body contains the following text:


To: wendy10@ehawaii.gov
cc: [redacted]
bcc: Wendy P Maher/DLIR/StateHIJS
Subject: Your Hawaii Unemployment Insurance Express application has been submitted.

Aloha!

Thank you for registering to use the Hawaii Unemployment Insurance Express.
Your application is being reviewed.

You will be receiving another email notifying you of the status of your application.

Contact Information:
Email: ddir.ui.qwrs@hawaii.gov

 webmaster@ehawaii.gov 01/03/06 07:55 AM	To	wendy1@ehawaii.gov
	cc	
	bcc	Wendy P Maher/DLIR/StateHIUS
	Subject	Your Hawaii Unemployment Insurance Express application has been reviewed.

Aloha!

Your application for "wendy test" was reviewed and approved.

Now you are able to submit Hawaii Unemployment Insurance wage reports online!

See you on <https://hui.ehawaii.gov/hui>

Reason: This is a test.

Comments: Your reporting number is SV00000000.

Contact Information:
Email: dlir.ui.qwrs@hawaii.gov

 webmaster@ehawaii.gov 01/13/06 11:03 AM	To	wendy10@ehawaii.gov
	cc	
	bcc	Wendy P Maher/DLIR/StateHIUS
	Subject	Your Hawaii Unemployment Insurance Express application has been reviewed.


Aloha!

Your application for "Wendytest" was reviewed and marked as pending.

Click on the following link to update your application:
http://hui.ehawaii.gov/hui/app/link_account.html?accountId=334

Reason: Your FEIN does not match our records. Please return to HUI Express to update your FEIN.

Contact Information:
Email: dlir.ui.qwrs@hawaii.gov

 webmaster@ehawaii.gov 01/12/06 08:06 AM	To	wendy13@ehawaii.gov
	cc	
	bcc	Wendy P Maher/DLIR/StateHIUS
	Subject	Your Hawaii Unemployment Insurance Express application has been reviewed.

Aloha!

Your application for "Christian Peters" was reviewed and not approved.

Reason: Your DOL account is cancelled. Contact the Unemployment Insurance office at 808-586-8914.

Contact Information:
Email: dlir.ui.qwrs@hawaii.gov

10. Create a Hawaii Unemployment Insurance Express Account Page

If your account is already linked but awaiting approval, you will receive a message to wait for approval. HUI will send an email notifying you of the status of your application.



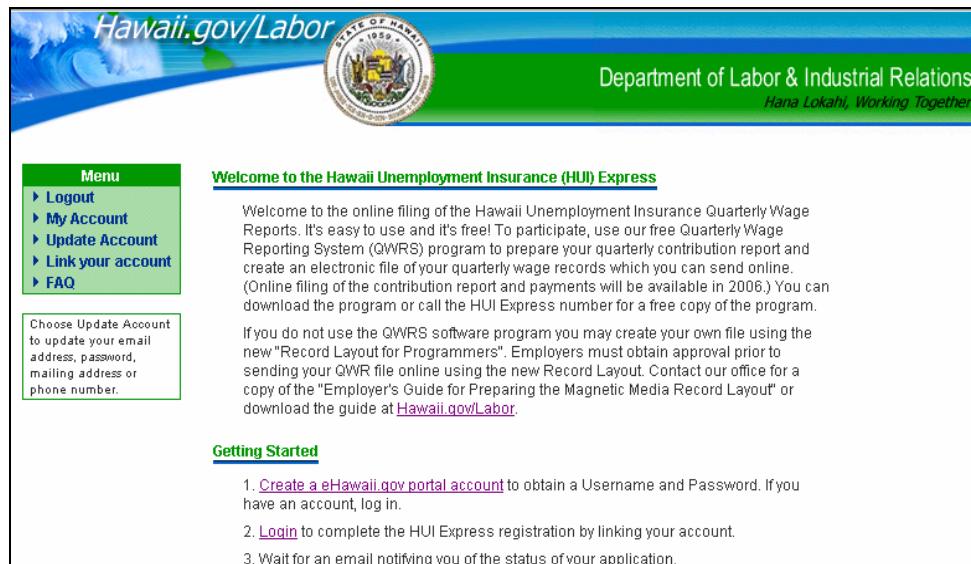
11. My Account Page (waiting for approval of account)

This is the “My Account” page when your application has been submitted and you are waiting for approval.



12. Approved Accounts - Welcome to the Hawaii Unemployment Insurance (HUI) Express

Once the account has been approved, use the link in your email or log onto <http://hui.eHawaii.gov> to access the Welcome page. You will see the "Welcome to the Hawaii Unemployment Insurance (HUI) Express" page. Click on **Login** to continue.



The screenshot shows the Hawaii.gov/Labor website. The header features the text "Hawaii.gov/Labor" and the Department of Labor & Industrial Relations logo with the tagline "Hana Lokahi, Working Together". A green menu bar on the left contains links: Logout, My Account, Update Account, Link your account, and FAQ. Below the menu, a box prompts users to "Choose Update Account to update your email address, password, mailing address or phone number." The main content area is titled "Welcome to the Hawaii Unemployment Insurance (HUI) Express" and contains a welcome message about the online filing of Quarterly Wage Reports. It also includes a "Getting Started" section with three numbered steps: 1. Create a eHawaii.gov portal account, 2. Login, and 3. Wait for an email notifying you of the status of your application.

Hawaii.gov/Labor

Department of Labor & Industrial Relations
Hana Lokahi, Working Together

Menu

- ▶ Logout
- ▶ My Account
- ▶ Update Account
- ▶ Link your account
- ▶ FAQ

Choose Update Account to update your email address, password, mailing address or phone number.

Welcome to the Hawaii Unemployment Insurance (HUI) Express

Welcome to the online filing of the Hawaii Unemployment Insurance Quarterly Wage Reports. It's easy to use and it's free! To participate, use our free Quarterly Wage Reporting System (QWRS) program to prepare your quarterly contribution report and create an electronic file of your quarterly wage records which you can send online. (Online filing of the contribution report and payments will be available in 2006.) You can download the program or call the HUI Express number for a free copy of the program.

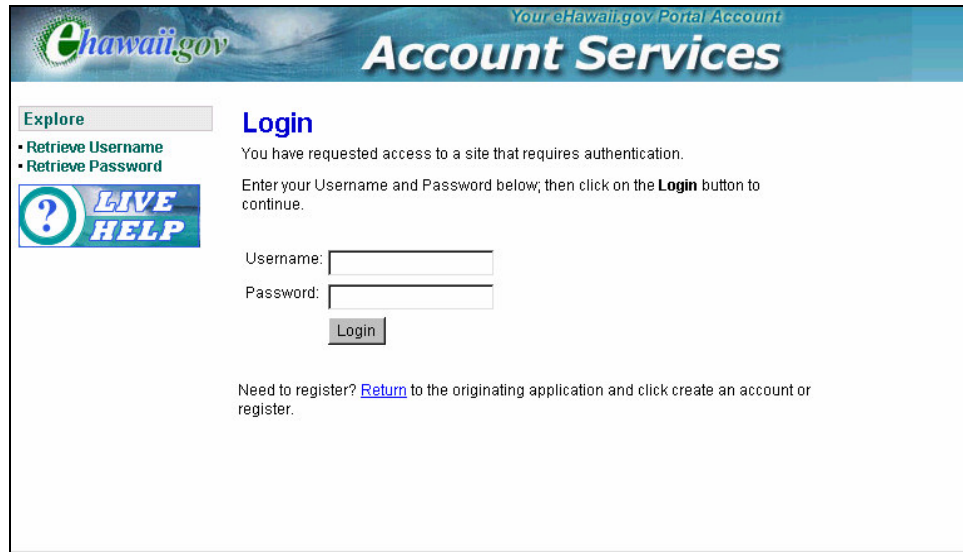
If you do not use the QWRS software program you may create your own file using the new "Record Layout for Programmers". Employers must obtain approval prior to sending your QWR file online using the new Record Layout. Contact our office for a copy of the "Employer's Guide for Preparing the Magnetic Media Record Layout" or download the guide at Hawaii.gov/Labor.

Getting Started

1. [Create a eHawaii.gov portal account](#) to obtain a Username and Password. If you have an account, log in.
2. [Login](#) to complete the HUI Express registration by linking your account.
3. Wait for an email notifying you of the status of your application.

13.Login Page

Enter your Username and Password and click on **Login** to continue.



The screenshot shows the 'Account Services' login page for eHawaii.gov. The header includes the eHawaii.gov logo and the text 'Your eHawaii.gov Portal Account' and 'Account Services'. On the left, there is an 'Explore' menu with links to 'Retrieve Username' and 'Retrieve Password', and a 'LIVE HELP' button. The main content area is titled 'Login' and contains instructions: 'You have requested access to a site that requires authentication. Enter your Username and Password below; then click on the **Login** button to continue.' Below this text are two input fields for 'Username:' and 'Password:', followed by a 'Login' button. At the bottom, there is a link to 'Return' for users who need to register.

Account Services

Login

You have requested access to a site that requires authentication.

Enter your Username and Password below; then click on the **Login** button to continue.

Username:

Password:

Need to register? [Return](#) to the originating application and click create an account or register.

14. My Account Page (after approval)

After you login, the “My Account” page opens. Choose an activity from the Menu box to continue. You may submit reports online, view a history of reports filed online, update account information and download the QWRS software program. For more details see Account Maintenance and Navigation section.



B. Using the QWRS software program to register

Employers can access the website by using the QWRS software program. Open the QWRS software program and chose **File** then **Setup** from the Main QWRS page. Change the **File Destination** selection to **Internet**. Prepare your Quarterly Wage files as usual. Click on **Transmit** and enter your covered worker counts. Form UC-B6 will print and the transmit file will be created. For Multiple Filers, continue until the files are merged, the Transmittal Report prints and the transmit file is created. The QWRS program will access your Internet connection and the “Do you have a Hawaii Unemployment Insurance (HUI) Express account?” page will display.

1. Do you have a Hawaii Unemployment Insurance (HUI) Express account? Page

After “Transmitting” from the QWRS software program, the “Do you have a Hawaii Unemployment Insurance (HUI) Express account?” page opens. If you already have a Hawaii Unemployment Insurance (HUI) Express account, click “Yes”. The Login page opens. Enter your Username and Password. You will be taken to the “Submit Wage Reports” page to submit your quarterly wage file.

Otherwise, click “No” and the “Welcome to the Hawaii Unemployment Insurance (HUI) Express” page will display. Follow the instructions in the “Getting Started” section to “Create a eHawaii.gov portal account.” See Section A1 to A14 above.



The screenshot shows the Hawaii.gov/Labor website. The header includes the text "Hawaii.gov/Labor" and the Department of Labor & Industrial Relations logo with the tagline "Hana Lokahi, Working Together". A green menu box on the left contains links: Login, Create an account, Recover Username, Recover Password, and FAQ. The main content area is titled "Do you have a Hawaii Unemployment Insurance (HUI) Express account?". Below the title, it asks "Do you have a Hawaii Unemployment Insurance (HUI) Express account?" and provides instructions: "If you have a HUI Express account, click 'Yes' to login with your username and password. Otherwise, click 'No' and follow the instructions in the 'Getting Started' section." At the bottom of the instructions are two buttons: "Yes" and "No".

III. I ALREADY HAVE AN EHAWAII.GOV ACCOUNT

If you already have an eHawaii.gov account, log on to <http://hui.eHawaii.gov>. The “Welcome to the Hawaii Unemployment Insurance (HUI) Express” page will display. Click on **Login** and enter your Username and Password. The “My Account” page will display. Click on **Link your Account** and complete the HUI application. Follow Steps A6 thru A14.

IV. HOW TO FILE QWRS REPORTS

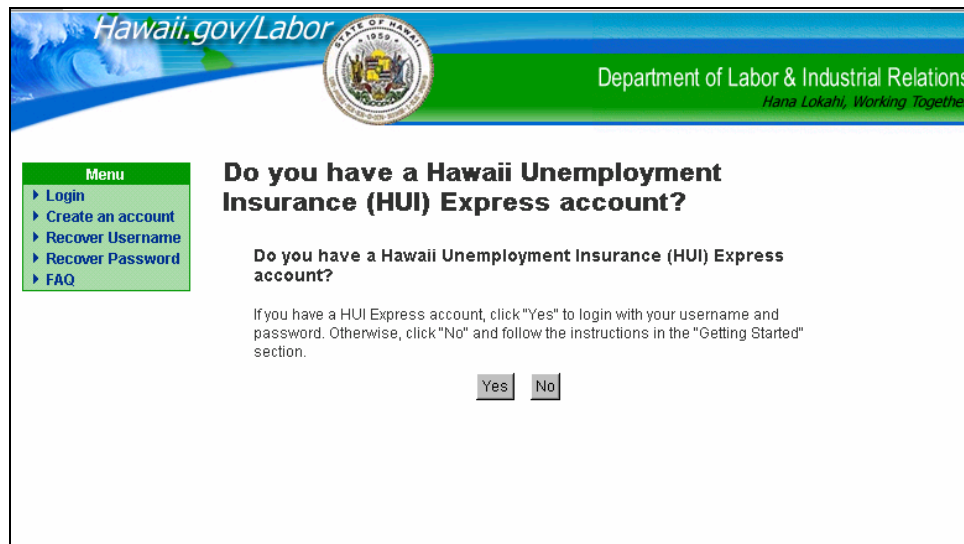
A. Log on to Http://hui.eHawaii.gov

If you are submitting a flat file from the new “Record Layout,” log on to <http://hui.eHawaii.gov> to access the “Welcome to Hawaii Unemployment Insurance (HUI) Express” page. You must already have an eHawaii.gov account that has been linked to the HUI Express. If you do not have an account, see Steps A1 to A14. Otherwise, click on **Login** and enter your Username and Password. The “My Account” page will be displayed. Click on **Submit Report** in the Menu box. The “Submit Wage Reports” page will display. Follow the instructions to upload your wage file.

B. Using the QWRS software to file QWRS reports

1. Do you have a Hawaii Unemployment Insurance (HUI) Express account? Page

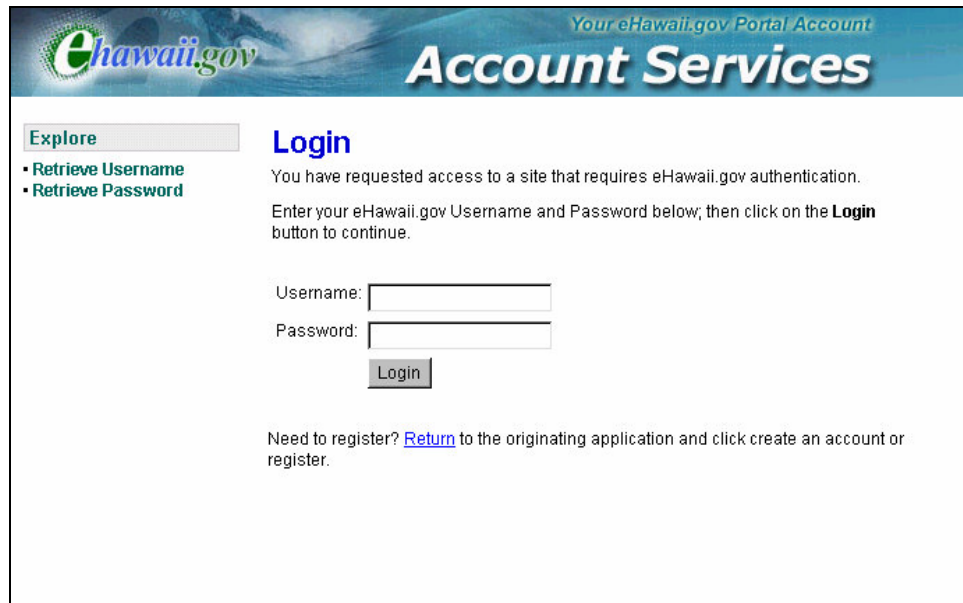
The “Do you have a Hawaii Unemployment Insurance (HUI) Express account?” page opens. If you already have a Hawaii Unemployment Insurance (HUI) Express account, click **Yes**. Then enter your Username and Password. You will be taken to the “Submit Wage Reports” page to submit your quarterly wage file. Otherwise, click **No** and follow the instructions in the “Getting Started” section to “Create a eHawaii.gov portal account.” Follow Steps A1 thru A14.



The screenshot shows the Hawaii.gov/Labor website. The header includes the Hawaii state seal and the text "Department of Labor & Industrial Relations" and "Hana Lokahi, Working Together". A green menu box on the left contains links: Login, Create an account, Recover Username, Recover Password, and FAQ. The main content area has the heading "Do you have a Hawaii Unemployment Insurance (HUI) Express account?". Below this heading is a question "Do you have a Hawaii Unemployment Insurance (HUI) Express account?" followed by instructions: "If you have a HUI Express account, click 'Yes' to login with your username and password. Otherwise, click 'No' and follow the instructions in the 'Getting Started' section." At the bottom of the question area are two buttons: "Yes" and "No".

C. Login Page

Enter your Username and Password to continue. If you need to register, click on **Return** to return to the “Welcome to Hawaii Unemployment Insurance (HUI) Express” page.



The screenshot shows the 'Account Services' login page for eHawaii.gov. The header features the eHawaii.gov logo and the text 'Your eHawaii.gov Portal Account' and 'Account Services'. On the left, there is an 'Explore' menu with links to 'Retrieve Username' and 'Retrieve Password'. The main section is titled 'Login' and contains instructions: 'You have requested access to a site that requires eHawaii.gov authentication. Enter your eHawaii.gov Username and Password below; then click on the **Login** button to continue.' Below this text are two input fields: 'Username:' and 'Password:'. A 'Login' button is positioned below the password field. At the bottom, there is a link for users who need to register: 'Need to register? [Return](#) to the originating application and click create an account or register.'

Explore

- [Retrieve Username](#)
- [Retrieve Password](#)

Login

You have requested access to a site that requires eHawaii.gov authentication.
Enter your eHawaii.gov Username and Password below; then click on the **Login** button to continue.

Username:

Password:

Need to register? [Return](#) to the originating application and click create an account or register.

D. Submit Wage Report Page

After entering Username and Password, the "Submit Wage Report" page will display. Click on the **Browse** button to locate the file to be submitted. The **Choose file** box opens. Locate the **QWRS Transmit** directory. (The directory can be located by opening the QWRS program and clicking on **File**, then **Setup** to verify the directory where the transmit files are saved to.) Double click on the filename to be submitted. The directory and filename are populated in the File box. If the report is an amended report, check the Amended Report box. Click on **Submit Wage Report** button to send the file to HUI and the successfully transmitted message will appear and you will receive a confirmation email. Click on **View History** in the Menu box to view a history of all files transmitted online.

Examples of filenames:

Single filer: 0001234567_2005_Q4.zip

Multiple filers: SV12345678_2005_Q4.zip

Reminder: Mail your UC-B6, Quarterly Wage, Contribution and Employment and Training Assessment Report along with any payment to: State Tax Collector, P.O. Box 3223, Honolulu, HI 98601-3223.

Hawaii.gov/Labor

Department of Labor & Industrial Relations
Hana Lokahi, Working Together

Menu

- ▶ Logout
- ▶ My Account
- ▶ Submit Report
- ▶ View History
- ▶ Update Account
- ▶ Download Software
- ▶ FAQ

Choose Update Account to update your email address, password, mailing address or phone number.

Submit Wage Report

File:


☐ Is this an Amended Report?

Click on the "Browse" button to locate the file to be submitted. The "Choose file" box opens. Locate the "QWRS Transmit" directory. (The directory can be located by opening the QWRS software program and clicking on File, then Setup to verify the directory where the transmit files are saved.) Double click on the file to be submitted. The directory and filename are populated in the "File" box. Click on "Submit Wage Report" to send the file.

Examples of filenames:

Single filers: 0001234567_2005_Q4.zip

Multiple filers: SV12345678_2005_Q4.zip


Department of Labor & Industrial Relations
Hana Lokahi, Working Together

Menu
▶ Logout
▶ My Account
▶ Submit Report
▶ View History
▶ Update Account
▶ Download Software
▶ FAQ

Choose Update Account to update your email address, password, mailing address or phone number.

Submit Wage Report

File '98YL310Y01_2005_Q4.zip' has been successfully transmitted (01/17/2006 02:35 PM).



webmaster@ehawaii.gov
01/17/06 02:35 PM

To: wendy08@ehawaii.gov
cc:
bcc: Wendy P Maher/DLIR/StateHIJS
Subject: You have submitted a Hawaii Unemployment Insurance report.

Aloha!

You have submitted a Hawaii Unemployment Insurance report.

Submit Date: 01/17/2006 02:35 PM
Filename: 98YL310Y01_2005_Q4.zip

Contact Information:
Email: dlir.ui.qwrs@hawaii.gov

V. ACCOUNT MAINTENANCE AND NAVIGATION

After you login, at <http://hui.eHawaii.gov>, the “My Account” page opens. You can submit reports, view a history of the files you transmitted online, make changes to your account information, download the latest QWRS software program and view frequently asked questions.

A. My Account

After you login, the “My Account” page opens. Choose an activity from the Menu box to continue.



B. Submit Wage Report

Select **Submit Report** from the Menu box to submit a wage report. The "Submit Wage Report" page opens. Click on the **Browse** button to locate the file to be submitted. The **Choose file** box opens. Locate the "QWRS Transmit" directory. (The directory can be located by opening the QWRS program and clicking on **File**, then **Setup** to verify the directory where the transmit files are saved to.) Double click on the filename to be submitted. The directory and filename are populated in the File box. If the report is an amended report, check the Amended Report box. Click on **Submit Wage Report** button to send the file to HUI and the successfully transmitted message will appear and you will receive a confirmation email. Click on **View History** in the Menu box to view a history of all files transmitted online.

Examples of filenames:

Single filer: 0001234567_2005_Q4.zip

Multiple filers: SV12345678_2005_Q4.zip

Reminder: Mail your UC-B6, Quarterly Wage, Contribution and Employment and Training Assessment Report along with any payment to: State Tax Collector, P.O. Box 3223, Honolulu, HI 98601-3223.

Submit Wage Report

File:

☐ Is this an Amended Report?



Choose Update Account to update your email address, password, mailing address or phone number.

Click on the "Browse" button to locate the file to be submitted. The "Choose file" box opens. Locate the "QWRS Transmit" directory. (The directory can be located by opening the QWRS software program and clicking on File, then Setup to verify the directory where the transmit files are saved.) Double click on the file to be submitted. The directory and filename are populated in the "File" box. Click on "Submit Wage Report" to send the file.

Examples of filenames:

Single filers: 0001234567_2005_Q4.zip

Multiple filers: SV12345678_2005_Q4.zip

Department of Labor & Industrial Relations
Hana Lokahi, Working Together


Menu

- ▶ Logout
- ▶ My Account
- ▶ Submit Report
- ▶ View History
- ▶ Update Account
- ▶ Download Software
- ▶ FAQ

Choose Update Account to update your email address, password, mailing address or phone number.

Submit Wage Report

File '98YL310Y01_2005_Q4.zip' has been successfully transmitted (01/17/2006 02:35 PM).



webmaster@ehawaii.gov
01/17/06 02:35 PM

To: wendy08@ehawaii.gov
cc:
bcc: Wendy P Maher/DLIR/StateHIUS
Subject: You have submitted a Hawaii Unemployment Insurance report.

Aloha!

You have submitted a Hawaii Unemployment Insurance report.

Submit Date: 01/17/2006 02:35 PM
Filename: 98YL310Y01_2005_Q4.zip

Contact Information:
Email: dlir.ui.qwrs@hawaii.gov

C. View History

You can view the reports submitted online to HUI Express. Enter the received dates to limit the search. Select the Status to view successfully transmitted or failed reports. Or click **Search** to view all reports submitted online. The history shows the filename, date and time the file was transmitted and whether the file was successfully transmitted or not and a check box if the user marked the file as amended.

Menu

- ▶ Logout
- ▶ My Account
- ▶ Submit Report
- ▶ View History
- ▶ Update Account
- ▶ Download Software
- ▶ FAQ

Choose Update Account to update your email address, password, mailing address or phone number.

View History

Department of Labor & Industrial Relations

View a log of reports submitted to HUI Express by entering the received dates the reports were submitted. Select the status of reports to view all reports, successfully transmitted reports or failed reports. View all reports by clicking on the "Search" button.

Received Date: From: To:

Status:

Menu

- ▶ Logout
- ▶ My Account
- ▶ Submit Report
- ▶ View History
- ▶ Update Account
- ▶ Download Software
- ▶ FAQ

Choose Update Account to update your email address, password, mailing address or phone number.

View History

Department of Labor & Industrial Relations

Company Name: Karen

Username: Karen


Number of records:

Received Date	Time	Activity	Details	Amended	Status
11/21/2005	08:44	Wage Data	0123456789_2005_Q1.zip	<input type="checkbox"/>	Success

Records 1 - 1

D. Update Account

The Update Account link allows users to update the account information in eHawaii.gov and HUI Express accounts. Change the information you want to update, and then click on **Update My Account**. Your password must be entered to make any changes. Upon successful update, your eHawaii.gov and your HUI Express account will reflect the new information. Click on **Hawaii Unemployment Insurance (HUI) Express** link to return without updating the account.




Your eHawaii.gov Portal Account

Account Services

Explore

- Retrieve Username
- Retrieve Password



Create a New Account

Registering with eHawaii.gov lets you take advantage of our many [applications and services](#). Required fields are marked with a *.

Username & Password

First Name: *

Karen

Middle Name or Initial:

Last Name: *

Sharon

Suffix:

Username: *

Karen

Password: *

Confirm Password: *

Email: *

karen@hawaii.rr.com

Confirm Email: *

karen@hawaii.rr.com

Secret Question: *

My favorite pets name

Secret Answer: *

fido

Contact Information

Default Billing Address:

Street 1: *

1 Kapiolani Blvd.

Street 2:

City: *

Honolulu

State: *

Hawaii

Province (Non-U.S.):

Zip/Postal Code: *

96813

Country: *

United States

Agree to [Terms of Service](#)?: *

☒

Home Phone Number:

(808)

546-2555

0000

Work Phone Number:

(808)

111-2222

0000

Email me about important dates pertaining to services I use.:

☒

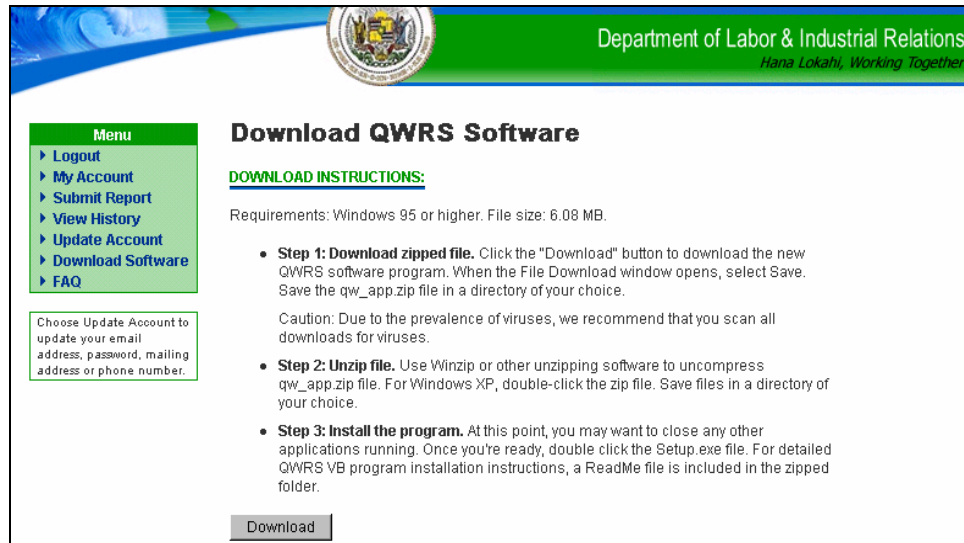
Email me about new eHawaii.gov services as they become available.:

☒

Create Account

E. Download Software

Choose the **Download Software** form the Menu box to download the QWRS software program. The program requires Windows 95 or higher and the file size is 6.08 MB. Click the **Download** button and follow the instructions on the web page to download. You will need to save the program on your computer then install the software. Included in the download is a Readme.txt file with Installation Instructions for the QWRS program.



The screenshot shows a web page from the Department of Labor & Industrial Relations. The header features a green banner with the department's name and the slogan "Hana Lokahi, Working Together". A circular seal is visible on the left. A green menu box on the left contains links: Logout, My Account, Submit Report, View History, Update Account, Download Software (highlighted), and FAQ. Below the menu is a box for updating account information. The main content area is titled "Download QWRS Software" and includes "DOWNLOAD INSTRUCTIONS:" with requirements (Windows 95 or higher, 6.08 MB) and three steps: 1. Download zipped file, 2. Unzip file, and 3. Install the program. A "Download" button is at the bottom.

Department of Labor & Industrial Relations
Hana Lokahi, Working Together

Menu

- ▶ Logout
- ▶ My Account
- ▶ Submit Report
- ▶ View History
- ▶ Update Account
- ▶ **Download Software**
- ▶ FAQ

Choose Update Account to update your email address, password, mailing address or phone number.

Download QWRS Software

DOWNLOAD INSTRUCTIONS:

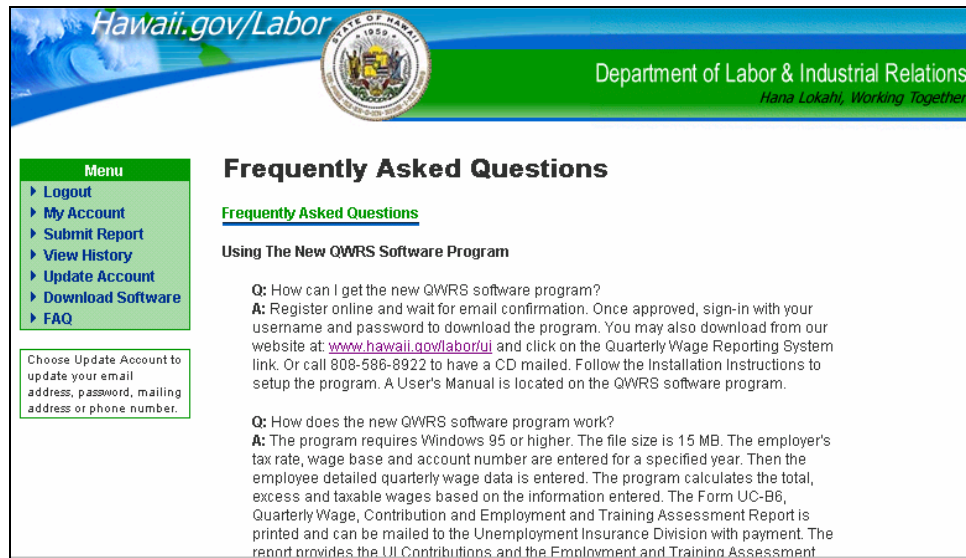
Requirements: Windows 95 or higher. File size: 6.08 MB.

- **Step 1: Download zipped file.** Click the "Download" button to download the new QWRS software program. When the File Download window opens, select Save. Save the qw_app.zip file in a directory of your choice.
Caution: Due to the prevalence of viruses, we recommend that you scan all downloads for viruses.
- **Step 2: Unzip file.** Use Winzip or other unzipping software to uncompress qw_app.zip file. For Windows XP, double-click the zip file. Save files in a directory of your choice.
- **Step 3: Install the program.** At this point, you may want to close any other applications running. Once you're ready, double click the Setup.exe file. For detailed QWRS VB program installation instructions, a ReadMe file is included in the zipped folder.

[Download](#)

F. Frequently Asked Questions

Click on **FAQ** to view the Frequently Asked Questions for “Using the New QWRS Software Program” and “Online Filing of Quarterly Wage Reports.”



The screenshot shows the Hawaii.gov/Labor website. The header includes the text "Hawaii.gov/Labor" and the Department of Labor & Industrial Relations logo with the tagline "Hana Lokahi, Working Together". A green menu bar on the left contains links: Logout, My Account, Submit Report, View History, Update Account, Download Software, and FAQ. Below the menu is a box for updating account information. The main content area is titled "Frequently Asked Questions" and features a link to "Frequently Asked Questions". Under the heading "Using The New QWRS Software Program", there are two Q&A pairs. The first Q&A addresses how to get the software, and the second Q&A addresses how the software works.

Hawaii.gov/Labor
Department of Labor & Industrial Relations
Hana Lokahi, Working Together

Menu

- ▶ Logout
- ▶ My Account
- ▶ Submit Report
- ▶ View History
- ▶ Update Account
- ▶ Download Software
- ▶ FAQ

Choose Update Account to update your email address, password, mailing address or phone number.

Frequently Asked Questions

[Frequently Asked Questions](#)

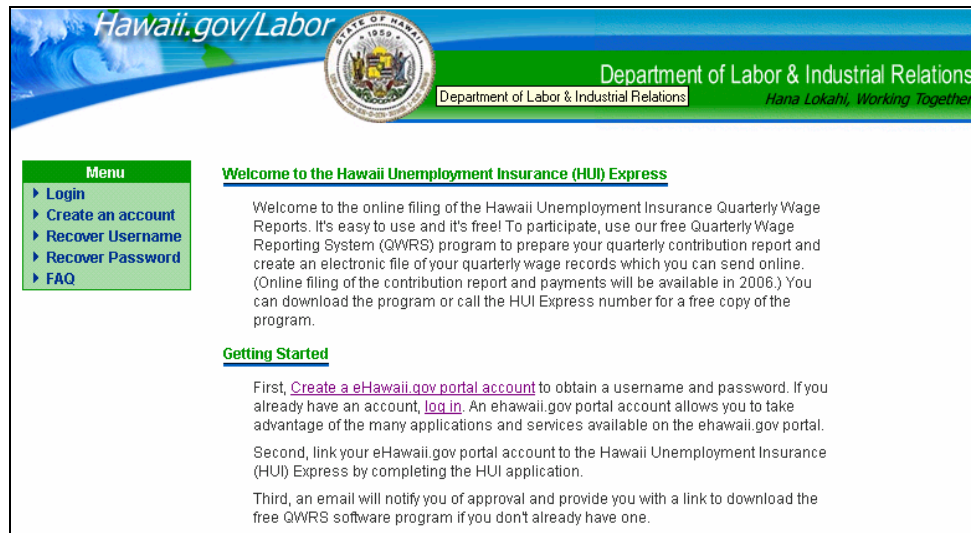
Using The New QWRS Software Program

Q: How can I get the new QWRS software program?
A: Register online and wait for email confirmation. Once approved, sign-in with your username and password to download the program. You may also download from our website at: www.hawaii.gov/labor/ui and click on the Quarterly Wage Reporting System link. Or call 808-586-8922 to have a CD mailed. Follow the Installation Instructions to setup the program. A User's Manual is located on the QWRS software program.

Q: How does the new QWRS software program work?
A: The program requires Windows 95 or higher. The file size is 15 MB. The employer's tax rate, wage base and account number are entered for a specified year. Then the employee detailed quarterly wage data is entered. The program calculates the total, excess and taxable wages based on the information entered. The Form UC-B6, Quarterly Wage, Contribution and Employment and Training Assessment Report is printed and can be mailed to the Unemployment Insurance Division with payment. The report provides the UI Contributions and the Employment and Training Assessment.

G. Recover Username And Recover Password

If you forgot your Username or Password, click on the Recover Username or Recover Password to restore your username or password. You will receive an email with your Username or a new computer-generated Password.



Hawaii.gov/Labor

Department of Labor & Industrial Relations
Hana Lokahi, Working Together

Menu

- ▶ Login
- ▶ Create an account
- ▶ Recover Username
- ▶ Recover Password
- ▶ FAQ

Welcome to the Hawaii Unemployment Insurance (HUI) Express

Welcome to the online filing of the Hawaii Unemployment Insurance Quarterly Wage Reports. It's easy to use and it's free! To participate, use our free Quarterly Wage Reporting System (QWRS) program to prepare your quarterly contribution report and create an electronic file of your quarterly wage records which you can send online. (Online filing of the contribution report and payments will be available in 2006.) You can download the program or call the HUI Express number for a free copy of the program.

Getting Started

First, [Create a eHawaii.gov portal account](#) to obtain a username and password. If you already have an account, [log in](#). An ehawaii.gov portal account allows you to take advantage of the many applications and services available on the ehawaii.gov portal.

Second, link your eHawaii.gov portal account to the Hawaii Unemployment Insurance (HUI) Express by completing the HUI application.

Third, an email will notify you of approval and provide you with a link to download the free QWRS software program if you don't already have one.